

MME Test Administration Training and Q&A

Questions and Answers from Session 1, December 10, 2013

We run a 4 x 4 block, which means that some of our sophomores will end up having enough credits to be considered "juniors" by the start of our 1st semester in January. Does that mean that those students (who haven't had the required math, ELA, or science that most juniors have had) will still be required to take the ACT in March? **If MSDS indicates they are grade 11 they must test. If MSDS is not updated and they are listed as 10th graders they will not have to test.**

If a student has a "t" for tested, do they need to test again? **They are eligible to test but not required to test.** Will it impact the school district if they don't? **No**

Will we be able to see students' scores from other districts once we claim them as a student on the Secure Site? **Yes**

I have a student who tested last year as a junior, I have scores for him, yet he shows up on my list of pre-id's as a senior who needs to test. Can I just unassign him? **Yes**

I have a Junior who has been suspended for 180 days, do I have to test her? She is banned from school grounds. **If she is still enrolled, yes she will need to test. If not enrolled in MSDS then No, she will not need to test.**

What is NCRC eligibility? **- Three ACT WorkKeys cognitive assessments—Reading for Information, Locating Information, and Applied Mathematics—form the basis of the NCRC. The NCRC level is determined by the lowest score an individual achieves on Applied Mathematics, Reading for Information, and Locating Information. For example, achieving minimum scores of Level 3 on the three assessments qualifies an individual for a Bronze NCRC; minimum scores of Level 4 qualify for a Silver NCRC; minimum scores of Level 5 qualify for a Gold NCRC; and individuals achieving a minimum of Level 6 qualify for a Platinum NCRC.**

If students have the same timing code for extended time over multiple days and they ALL finish a subtest, can we move on to the next test the same day? Or can you only administer one subtest a day? **Yes, you may move on to the next test. All tests must be completed in the correct sequence, and each test section must be completed in a single session.**

For a student approved for a scribe, do they only need to be tested in a separate room on the Writing day? **YES**

What is the difference between the ACT DVD and a reader's script? What does the DVD provide that a reader cannot? **Students approved for oral presentation of the tests may choose either a reader or DVDs. The choice depends on available equipment, staffing requirements, and student testing preferences. With DVDs, students may test as a group if they have their own headphones, can control**

the progress of their own players, and are all working on the same test at the same time. The DVDs do not include recorded verbal instructions. The verbal instructions must be read verbatim from the manual to all students.

If a student is approved for a scribe for the written portion, can they choose to write the essay on their own? Can they begin writing on their own and decide to have the scribe finish writing the remainder of the essay? **Yes, the student may choose to write the essay on their own if they wish. The scribe should be available if needed. They can choose to begin writing on their own and the scribe may finish the remained of the essay if needed.**

Is is required for all students to have the Student ID letter in order to be admitted to test? We only have 14 students and know them all. **Students are not required to have the ACT Student Identification letter, that is just one option for Identification. You may admit students if a school faculty member personally recognize them. You will note which form of identification was used on the ACT State Testing Roster which is returned with your administrative documents after testing.**

Under What's New for Spring it states that students will go on-line and fill out the ACT from and bring it with them. Is this for test Centers only? **This is for students who do not have a current Official Photo ID or Staff Recognition cannot be used. The form can be found at <http://www.act.org/aap/pdf/Identification-Letter-Form.pdf>**

Is this what a homeschooled student have to do if they did not have a valid photo ID? **Yes, homeschooled students should use this form if they do not have a Current Official Photo ID, OR if you cannot use staff recognition as a form of ID.**

The manual says not to clear calculators unless we suspect the student of storing ACT questions in their calculator, so does that mean students are allowed to access stored formulas on their calculator? (e.g. The quadratic formula, area, volume, etc). **As long as it is an approved calculator, the student is allowed to use it. As a reminder students are only allowed a calculator on the math portions of the MME. Accessing a calculator during any other test or break is considered prohibited behavior and grounds for dismissal. Students should check www.actstudent.org or call toll free 800.498.6481 for a recorded message about the latest list of prohibited calculators.**

What do I need to do as accommodations coordinator for students testing with accommodations on day 2 and day 3? Most ACT accom. Apps for day 1 were for extended time and reader with reader script. Do I need to order special materials for day 2 and day 3? Who does the ordering for accommodated materials? The Test Supervisor or the TAC? **The TAC is responsible for evaluating and approving requests for Day 2 and Day 3 accommodations, you should base what you order on what is required by the students IEP or 504 plan. The TAC will provide the information to the TS who will order the materials from the Secure Site. Do not wait to order Day 2 & Day 3 accommodated materials until after you've been notified about ACT-Approved Accommodations for Day 1. Day 1 is separate and is**

an independent process from Day 2 and Day 3. For Day 2 & Day 3 there is no paper work to submit, just order via the Secure Site.

Regarding EL students: What accommodations do they receive? Can they use their translator on the directions? I think that is all the accommodations they would receive but I am not sure. **English as a Second Language and English Learners do not qualify as disabilities under the Americans with Disabilities ACT. If the student has another disability then you should have mailed in an application for Day 1. For Day 2 they may have a translator for directions only. You can refer to the Accommodations Summary Table Items 21, 23 and 24.**

Schools will still follow the script to fill out answer document? **Schools should refer to page 18 of the ACT Supervisor's Manual State Testing for the verbal instructions to follow when completing the Non-Test portions of the answer document, and you should also refer to the ACT Answer Document Supplement for Day 1 (blue in color) and Day 2 (gold in color).**

Is it correct that students can have the directions translated to them and also use a word to word glossary? **Yes, that is correct for Day 2 accommodations and state allowed.** Are these standard accommodations? **Yes, for Day 2.**

For a student who is approved extended time, expects to use extended time, but finishes before standard time is up Do they need to wait until standard time is done to move on to the next test? **No the student can move onto the next test if they are testing alone.** Pretend everyone in the room finishes before standard time is up. **Students must sit quietly until everyone has completed each test or STOP is called. IF all students in the room complete a test before time is called, you may begin the next test or dismiss them if it is the last test of the day (applies to accommodated testing only).** Do I still mark that they received the extended time accommodation on the scantron because they were in the separate group even though they didn't use it? **Yes, because they are still testing with the accommodated materials, if they choose not to test with their accommodations you may test them in a standard time room using standard time materials.** Do the above answers also apply for students who have an accommodation of having it read via a DVD? **YES**

What was in the Late Nonsecure Shipment that is no longer being offered? **This shipment was for schools which elected to have the late ship option. If your school will not be able to receive the nonsecure shipment which is the week of February 3-7 then you should contact ACT for instructions.**

How are the ACT materials ordered? Does the TAC give the orders for materials to the TS or are all secure and nonsecure materials sent based on approved accommodations letters/roster? **For Day 1 accommodations, materials are sent to schools based on the approved accommodations (which are provided via the Preliminary ACT-Approved Accommodations Roster) The TAC should review the roster and contact ACT no later than January 31 to request changes if necessary. Nonsecure materials are sent based on the total enrollment that the TS inputs into the Secure site, that number is then provided to ACT by DAS. Secure materials are based on this enrollment minus any students who are approved to test with accommodations. The nonsecure shipment is sent to the attention of the Test Supervisor but these materials are used by both standard time and accommodations students.**

Are there two pick up dates of nonsecure and secure materials for Students testing with accommodations or are the only pickup dates at the end of the two week window? **For Day 1 & Day 2 there are two scheduled pickup dates, Thursday, March 6 and Thursday, March 20. For Day 3 the two scheduled pickup dates are Friday, March 7 and Friday, March 21. If all of your accommodated testing is completed by the first pick up date you may return your materials then. For most schools, accommodated materials will be returned on the second pickup date. For all 3 days of testing if FedEx does not arrive you should contact ACT for Days 1 & 2 and Measurement Incorporated for Day 3. Do not call FedEx.**

When reports come in June, what happens if a school is already closed for the term? Is it possible to have an address change to send reports to a central site? **If a school is closed and printed reports cannot be delivered to that school, the reports are sent to Measurement Inc and kept in a secure location. Measurement Inc attempts to contact the school by phone and email to let them know that the reports are available when the school is open to receive the shipment. We then arrange a date for delivery and ship the reports. In order to change delivery address to a location other than the school for which the reports are intended, Measurement Inc requires a written request from the school Principal and permission from MDE to send the reports to the proposed location. Since reports contain confidential student information, we have to be very careful about where the reports are sent. And due to the large number of reports being shipped to Michigan schools, there would likely be a delay in handling special cases, such as shipping the reports to a different location. Remember that the student data file and the PDF reports will be available to you prior to printed reports.**

If a student receives accommodations, do they need an approved accommodation to be able to highlight or is it a test site determination? **Yes, in order to highlight in the test book, you would have had to request accommodations and they would have to be approved by ACT.**

In regard to the question on writing and highlighting in the ACT test booklet: The answer addressed highlighting, not writing. Can students write in the test booklet? **Yes, students may write in the test books. Only answers which are on the answer document will be counted.**

On the baa secure site, My early college students are assigned for both my school and the early college, where are they supposed to test? **Email baa@michigan.gov**

If out of state seniors want to test can they? **Yes**

Can Seniors retake the ACT utilizing our site this year even after having valid scores (alongside the Juniors)? **No. If the student would like to test for a higher score, they may test during a National Saturday test day.**

When we will receive our approved list of test accommodations? **Preliminary ACT-Approved Accommodations rosters will be sent out January 20-24 to the Test Accommodations Coordinator.**

12th graders who tested but doesn't have a valid score, are they required to test again? If they don't test, will that count against us? **They are eligible but do not have to test again. This will not count against you because it would have counted against you last year.**

Where do I locate the Off-Site Proposal form? **This is located on the MME website; <http://www.michigan.gov/mme>**

Do we have to submit for an off-site proposal if we are testing in an annex building on school grounds next to our school? **No, you do not.**

A parent has asked what the procedure is to get accommodations if their child is taking the ACT a 2nd or 3rd time at their own expense. **You should refer the parent to [www. actstudent.org](http://www.actstudent.org) and click on Students with disabilities.**

We have a student that just enrolled today. He is from Mexico and is a Junior. He speaks limited English and he is not a Foreign Exchange Student. He will be an ELL student. Does he have to test? **Yes, he does need to test.**

What accommodations are available for ELL students or can you point me in the direction of resources? **You can refer to the Accommodations Summary Table which is posted on the MME website.**

This may be a BAA/ student-specific question, and I can ask elsewhere if it is, but if students who would have taken the MI-ACCESS as juniors were not tested last year and are seniors this year (and show up on the pre-id), must they be tested, and only in MI-ACCESS or in ACT as well in order to not count against the school/district a second time? **They will not count against the district a second time. They cannot test as 12th graders. MI-Access is only offered at grade 11.**

In reference to the 12th grade students who can not take MI-Access this year (having not tested last year), do I just unassign them from the pre-id list? **Yes**

I have a special ed student who was a 10th grader last year. The student is now enrolled in a work program and is a 12th grader this year. He skipped 11th grade and did not test. Because he is a special education student, does he have to test? **Yes, he will need to test with the MME if required/allowed per the student's IEP.**

I have senior from out of state who enrolled this year. Does he need to test? **No, you are not required to test him.**

For a student with an IEP, if we are asked to provide more documentation to receive accommodations and a new IEP has been held after the initial deadline for test accommodations, do we provide updated IEP information and paperwork, or provide the previous IEP that was sent in to meet the original deadline in November. **Please provide all current IEP information, and for additional response please contact ACT Accommodations Department with additional questions; ACTStateAccoms@act.org**

When do we find out if accommodations were approved? **Preliminary ACT-Approved Accommodations rosters will be sent out January 20-24 to the Test Accommodations Coordinator.**

I am unable to assign a student to test on the BAA website because of an error message (input string not in a correct format), is this an MSDS issue-will we need to update student information on MSDS? **Please send an email to baa@michigan.gov**

Do we have to unassign a student in order for another school to assign them? **Yes**

We are not required to test foreign exchange students, correct? **11th grade foreign exchange students MUST test.**

Do we have to use initial material order for Day 1 ACT or are they automatically shipped based on testing roster. Do we just order Day 2 and Day 3? **You do not need to order materials for Day 1 ACT-Approved Accommodated students. Those materials will be sent to based on what accommodations were approved for the student. You do need to order for standard time materials. And you do need to order materials for Day 2 and Day 3 standard time and accommodated students.**

Can you please explain again HOW to order all of the testing materials and WHO is responsible for doing it? **The Test Supervisor will need to order materials via the Secure Site for Day 1, Day 2 & Day 3 Standard Time Materials, as well as Day 2 & Day 3 Accommodated Materials. The Test Accommodations Coordinator should give the Test Supervisor the information regarding the accommodated materials needed. These orders should be placed via the Secure Site. The Test Accommodations Coordinator will need to order State Allowed Materials via the ACT online order site. An email will be sent to the TAC in early January.**

The checklist of dates sheet shows Jan 6-Feb 12 as a window for TAC to order online State-Allowed Accom materials for Day 1. I thought it was stated that Day 1 materials will automatically be sent based on accommodations being approved? **ACT will send materials for students who were approved for ACT-Approved accommodations. With State Allowed accommodations, you are not requesting and do not need ACT's approval to provide a particular accommodation. Instead you will identify the reason for requesting the state-allowed accommodation. You may use an IEP, 504 or EL plan. You will indicate the test formats that are needed when you place the Order Online. Students testing with State Allowed accommodations will not receive standard ACT Score Reports. Instead schools will receive score notifications in late summer, these scores are not college reportable scores.**

What is the difference between State Allowed Accommodations and ACT Allowed Accommodations? **ACT-Approved accommodations require the TAC to fill out the accommodations application and submit to ACT for approval. State Allowed accommodations do not require ACT's approval. If a student tests with State Allowed accommodations they will not receive college reportable scores. If a student tests with ACT-Approved accommodations the student will receive college reportable scores.**

Are homebound students required to participate in the MME testing on the school site or can the MME be administered in their home? **Please contact ACT's Accommodation Department to discuss the exact situation to determine if the student can test at their home.**

So if there are day 1 act accommodations that are not approved then who will order day 1 standard materials for students not approved? **You could test them with standard time or State Allowed. The TAC would order the State Allowed materials. The TAC should check with the TS to check on the number of materials ordered to determine if an additional order is needed. The TS should count all your materials when they arrive to make sure you have enough materials and if you do not, please contact us immediately so additional materials can be sent to you.**

We have 10th graders who will have the number of credits of a junior by the second semester. Do we have to test these students? They have not had all of the math or English they need. **Yes, if the student is classified as an 11th grader they will need to test.**

If we have students with invalid scores on the MME portion, what is our obligation to inform parents of their opportunity to test as 12th graders? **Parents must be informed that the students have the opportunity to retest.**

Can the testing site have extra calculators available for testers for the math test? **Yes, the testing site can have extra calculators available, but they must be distributed before testing begins for the day. We suggest you pass them out as students enter the room. You can refer to the ACT State Testing Supervisor's manual page 30 regarding information on Calculators.**

Who is responsible for mailing in Day 2 and Day 3 accommodated tests? Are they returned by the TAC, or with the general education students' tests? **The Test Accommodations Coordinator is responsible for mailing in the Day 2 and Day 3 accommodated materials. They should not be returned with the standard time materials. All materials should be returned in their original packages for Days 1 & 2.**

Do I need to fill out an off site proposal for our districts' virtual students who don't technically have a "site" to test at? We intend to test them at our high school with our seated students. **If you do not plan to test them at the school location (entity) in which they are assigned then you would need to fill out the off-site request for that school.**

Students sometimes get up to three hours to complete a test with DVDs. Can we dismiss individual students from the room if they finish far before the time limit to avoid distractions for the others who are still working? **No, students must remain in the testing room seated quietly until all students are finished.**

If a student did not take the MI-Access last year because he hadn't earned 11th grade credits but has now reached senior credits, should he be assigned to take the MI-Access this year? **No, MI-Access is only offered at grade 11.**

I have a student who went from grade 10 to grade 12, so he was never on the list to be tested last year. Earlier you answered that we do not give MI-Access to a 12th grader. Wouldn't that mean that the student never had a chance to take the MI-Access? **This is correct.**

Will this PowerPoint be available after the session? **No, this PowerPoint is only available for this session. Contact information which is provided in the PowerPoint can be found in the Supervisor's Manuals, and the Checklist of Dates can be found on the MME website.**

If a junior has an invalid score do they need to take the complete test? **Yes, they must take all 3 days of testing.**

We have students enrolled in our alternative program, another building. Do these students need to be tested at the building attending or can they test in large group at the high school? **If you do not plan to test them at the school location (campus) in which they are assigned then you would need to fill out the off-site request for that school. Students will need to test with the materials which are assigned to their location.**

Clarification of students in another building (alternative school). If the building is on the campus of the school do we still apply for off site? **No, they do not need to apply for an off-site location as long as they test on campus.**

Please explain again on initially ordering for ACT approved accommodations. **The deadline for ACT-Approved accommodates was November 22. All applications should have been submitted by this deadline. Schools do not need to order Day 1 Accommodated materials, they are sent based on what has been approved by ACT.**

Are athletic coaches not allowed to serve as room supervisors at all for ACT? Are they allowed to be proctors? We have a very small school and many of our teachers are coaches. **Athletic coaches may serve as the room supervisor as long as it is not a one on one situation. Yes, they are allowed to be proctors again as long as it is not a one on one situation.**

If there are no students who need special accommodations...what else does the TAC need to do? **If there are no students who will be testing with special accommodations then the Test Accommodations Coordinator should be available with the standard time administration if necessary.**

Does it matter whether tests are distributed during testing snaked from right to left or left to right? **No, it does not matter as long as the test booklets are distributed in sequential order.**

Do we have to have a room supervisor and a proctor if we have less than 25 students in a room? **No, you do not need a proctor unless you have more than 25 students. Refer to page 11 of the ACT State Testing Supervisor's manual.**

Who is responsible for unassigning students within the Baa website who will be taking MI access, the TS or the TAC? **It will depend on who has access; it could be the TS or the TAC.**

When we place the initial order for Day 1 materials do we include our special education students since we would not know ACT approved accommodations yet? **When providing your total enrollment you should include all students expected to test. You should check materials when they arrive to make sure you have enough. If you do not have enough then you will need to contact us immediately.**

I have 2 homeschool students on my pre-id list who attend our career center only. How do I get them removed or will they be counted against us? **They should be coded home-schooled in MSDS.**

If my homeschool students are not marked as homeschool in MSDS is it too late to change that? **No there is time to make the correction.**

When placing initial orders on the BAA site, it asked for number of test books, does this cover all three days? **Yes, this will cover all 3 days.**

What form is needed for home school students who do not have a photo ID? Where can this be located? **The student should go online to print off the ACT Student Identification Letter with Photo. This can be found at www.actstudent.org under Photo ID Requirements.**

During the Q&A session a question was asked about a scribe. As I understand, scribes are not only used for the writing portion, they may also need to fill in bubbles on answer doc for multiple choice. **Yes, that is correct. It will depend on what accommodations the student is approved for.**

Can students write/highlight in the ACT Test Booklets? **Refer to page 22 of the ACT Standard Time Manual for Locally approved accommodations.**

Can I test 12th grade students who were 10th graders last year, and as such, have never taken the ACT (which is a graduation requirement)? **Yes, you can test them.**